OGC Has Reviewed CONFIDENTIAL Approved For Release 2003/03/10 : CIA-RDP81-00728R000100050049-6 NO. 25X1A 31 Docember 1946 25X1A CENTRAL INTEL IGHNOE GROUP 25X1A C.I.A ADLINISTRATIVE TANDHONTO 25X1A LETTERS OF AFPOINTMENT FOR UNVOUCHERED PERSONTEL Application: All employees, of CIG who are to be paid from unvouchered funds will be issued a letter of appointment at the time of their employment. 2. Authority to Sign Letters of Appointment: a. The Director, CIJ, by memorandum dated 6 September 1946, has delegated authority to the Assistant Chief, Personnel Division, to approve appointments of civilian employees and consultants for departmental or field services / By cable dated 11 October 1946, the Director, Clu, delegated authority to Chiefs of each mission or Independent Station to appoint civilian employees and consultants. Overt personnel and semi-covert personnel to be paid from unvouchered funds will receive letters of ap ointment signed by one of the persons listed above. The form of this letter of appointment shall be in accordance with Exhibit A attached heret. b. All other types of personnel to be paid from unvouchered funds will receive letters of appointment signed by the Chief, Special Funds Section, in accordance with Delegation of Authority by the Director, CIG, dated 21 October 1946. The form f such letters in appointment shall be approved in advance by the Office of General Counsel, except where such letters of appointment are executed abroad, in which case a copy will be directed to the appropriate Branch Chief in Mashin ton for referral to the office of peneral Counsel for neview and approval as to form. 25X1A 3. Issuance Letters of appointment will be issued at the time the employment is approved. The letter of appointment will be prepared by the individual who is 25X1A authorized to sign the particular type of letter of appointment to be used. The 25X1A 25X1A

riginal of the letter of appointment shall be acknowledged by the employer as provided for therein and permanently filed in the Special Funds Section, Finance Division, P. & A. Branch. No payments of salary from unvouchered funds will be made to any employee until a properly signed letter of appointment is in the possession of the Special Funds Section.

	I	FOR THE	DIRECTOR	OF	CENTRAL INTLE	LIGHNO	₹:				*
EFFECTIVE 3	O JUNE 194	17 CIG	ADMINI:	STRA	TIVE ORDERS	WILL	REMAIN	IN	FORCE	UNTIL	CAN
Renumbered a	and Integra	Ted CE	LLED OF	R SU	PERSEDED		10		1		01121
with CIG A.O.		Per									
CIA Genera	1 Order	*			*				-	= 1,18	

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05V4A	GONFIDENTI: Approved For Release 2003/03/10 : CIA-RDP81-00728R000100050049-6
25X1A	7 January 1947
25X1A	CENTRAL INTELLIGENCE GROUP
25X1A	C.I.A. ADMINISTRATIVE ONDINA
20/1/	
25X1A	
	1. C. I. G. Administrative Order Subject: "Letters of
	Appointment for Unvouchered Personnel, dated 31 December 1946, is hereby
	amonded by changing the word "employer" to read "employee" in paragraph
,	"3. Issuance", line 4.
25X1A	2. All copies of Administrative Order should be changed
25X1A	accordingly.
	FOR THE DIRECTOR OF CENTRAL INTLLLIGENCE:
	Executive for Personnel
25X1A	and Administration
25X1A	
•.	
25X1A	
REH	MBERED AND INCORPORATED WITH SIG ADMIN. ORDER PER CIA GENERAL
25X1A	ORDER
EFFEC	TIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS WILL REMAIN IN FORCE UNTIL
	CANCELLED OR SUPERSEDED
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Approved For Release 2003/03/10: CIA-RDP81-00728R000100050049-6 Office Memorandum. • UNITED STATES GOVERNMENT

2.	10 ;	CHIEF, SPECIAL FUNDS SECTION	OATE:	14 January	194
	FROM :	EXECUTIVE FOR PERSONVEL AND ADMINISTRATION	- 1		
25X1A	SUBJECT:	CIG Administrative Order		ĵ.	
25X1A			· · · · · · · · · · · · · · · · · · ·		8
	9	1. Your memorandum dated 9 January the terms of CIG Administrative Order is	y 1947 approve		ıg.
		2. This approval also has the cond Assistant Director for Special Operations.	urrenc	e of the	
25X1A			×		
* •	× =				
		Colonel,			~~

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	MEMORANIUM	9 January 1947
	TO : ADSO Executive for P & A	
	FROM : Chief, Special Funds	•
25X1A	SUBJECT: CIG Administrative Orde	r
	Pursuant to our phone c appended hereto is a draft of prothe subject order and the mechanifrom a practical point of view.	onversation of 8 January, posed interpretation of cs for effecting the order
25X1A	If this draft procedure in the scope of Administrative Or requested that you indicate your this office.	is deemed proper and with- der it is respectfully concurrence and return to
	Your attention is also ject order prohibits payment of s. Letter of Appointment is in the p. Section. At this moment this pro without terminating all payrolls cally, verbal approval has been ging completion of the requirement	ossession of the Special Funds vision cannot be carried out for a lengthy period. Practi- ven to continue payrolls pend-
25X1A	,	
•	Attachment	Jnlei, Special Funds

MEMOR ANDUM

CONFIDENTIAL

Policy

- 1. Letters of appointment will be issued to all CIG employees paid from Special Funds. Said letters are to be prepared in original copy only, will be read and accepted in writing by the employee, and will be filled in the personnel folder of the individual in the Special Funds Section.
- 2. Letters of appointment for all employees on duty in Washington as of 31 December 1946, hired subsequent to 31 December 1946, or field personnel hired prior to 31 December 1946 but leaving for the field subsequent to 31 December 1946 will contain a clause requiring a minimum tour of overseas duty of 24 months.
- 3. Letters of appointment for personnel hired prior to 31 December 1946 and who were en route or already in the field at that date will contain a clause requiring a minimum tour of overseas duty of 18 months. Mechanics
- 1. The CIG employee administring the oath of office will simultaneously issue and have accepted the Letters of Appointment. This letter will then be duly signed by the designated official and will be placed in the personnel folder of the individual.
- 2. The Certifying Officers, Special Funds in preparing the Overseas
 Data Sheets for employees departing for overseas duty will in every case
 verify that a Letter of Appointment is on file in the individuals personnel
 folder. The purpose of this is to ensure that employees hired prior to
 9 January, the effective date of the mechanism for issuing letters of
 appointment, do not inadvertently go overseas without a proper letter of

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appointment. If, in any instance, the individual objects to the 24 month clause on the grounds that he was employed for overseas duty on an 18 month understanding, the problem will be referred immediately to the Branch Chief concerned.

- 3. Letter of Appointment will be prepared for all employees presently on duty in Washington, will be accepted and placed in the individuals file.
- 4. Letters of Appointment will be prepared for all employees in the field or en route on 9 January. Those in the field or en route at 31 December will contain the 18 month clause whereas such employees who may have departed subsequent to 31 January but prior to 9 January will contain the 24 month clause. These letters will not be sent to the field for acceptance, but lists of individuals will be transmitted to the field. The field will be instructed to advise each person of the Letter of Appointment and its terms.

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Approved For Release 2003/03/10: CIA-RDP81-00728R000100050049-6

25X1A

		MEMORANDUM	9 January 1947
		TO : ADSO Executive for P &	Α.
0EV4A		FROM : Chief, Special Fun	nds
25X1A		SUBJECT: CIG Administrative	e Order
		appended hereto is a draft of	none conversation of 8 January, of proposed interpretation of echanics for effecting the order lew.
25X1A		in the scope of Administrati	cedure is deemed proper and with- ive Order it is respectfully your concurrence and return to
	. *	ject order prohibits payment Letter of Appointment is in Section. At this moment thi without terminating all payr	also called to the fact that sub- c of salary until a properly signed the possession of the Special Fund s provision cannot be carried out colls for a lengthy period. Practi een given to continue payrolls pend rement.
		Attachment	
25X1A			
		**	

EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS WILL REMAIN IN FORCE UNTIL CANCELLED OR SUPERSEDED

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Chief, Special Funds

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Policy

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 in original Acopy, enly, will be read and accepted in writing

 by the employee, and will be filed in the personnel folder

 of the individual in the Special Funds Section, AND THE COPY
 IN THE OFFICE OF the Asst. Exec. for Personnel CSO.
- 2. Letters of appointment for all employees on duty in Washington as of 31 December 1946, hired subsequent to 31 December
 1946, or field personnel hired prior to 31 December 1946 but
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This letter will then be duly signed by the designated official and will be placed in the personnel folder of the individual.

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Approved For Release 2003/03/10: CIA-RDP81-00728R000100050049-6

CONFIDENTIAL

- 2. The Certifying Officer, Special Funds in preparing the Overseas Data Sheets for employees departing for overseas duty will in every case verify that a Letter of Appointment is on file in the individuals personnel folder. The purpose of this is to ensure that employees hired prior to 9 January, the effective date of the mechanism for issuing letters of appointment, do not inadvertently go overseas without a proper letter of appointment. If, in any instance, the individual objects to the 24 month clause on the grounds that he was employed for overseas duty on an 18 month understanding, the problem will be referred immediately to the Branch Chief concerned.
- 3. Letters of Appointment will be prepared for all employees presently on duty in Washington, will be accepted and placed in the individuals file.
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CHITMAL TRALLLATIOE BENC	1		
V	430E	5t.	n.w.
MASHINGTON, D. C.			

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Street Address					
City & State	And the second section and the second section to the second section of the second				
	The second secon				
Dear Mr.	energia-spirings / 14 ct today a la ainera dele spanishen a deper a	*			
l Which is	the model for many 41				
by the Central I	to notify you thintelligence	has ac	cepted your em	overnment, as ployment offe	represented ctive
	A 11-TH OF STREET, STR	.·			
	Position:				w
	Base Salary:	5	per		

- 2. This appointment is not a Civil Service position. You will be entitled to annual and sick leave (only in accordance with Civil Service rules and regulations). You will be reimbursed for travel expenses in accordance with the Standardized Government Travel Regulations, as amended. If stationed outside the continental li its of the United States, you will be granted such monetary allowances as are prescribed by CTA regulations.
- 3. If you are ordered to a station outside the continental United States, you will be required to serve a minimum period of twenty-four months at such a station. If you wish to resign or terminate your appointment or return to the United States before the expiration of twenty-four months after the date of departure for an everseas post, CIA will not pay your return travel expenses from a station outside the United States.
- 4. Your appointment is for such tile as your services may be required and funds are available for the work of CIM Potice of termination will be given you by procedure similar to that provided by Civil Service rules and regulations.

ASSISTALT	CHTTY TO	TOTAL SON	7 7	DESTRUCTION OF	
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ACCEPTED:

31 Dogember 1946

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CENTRAL INTEL IGHICE GROUP

C.I.G. ADMINISTRATIVE ORDER

LETTERS OF AFPOINTMENT FOR UNVOUCHERED PERSONIEL

1. Application:

All employees of CIG who are to be paid from unvouchered funds will be issued a letter of appointment at the time of their employment.

- 2. Authority to Sign Letters of Appointment:
- a. The Director, CIU, by memorandum dated 6 September 1946, has delegated authority to the Assistant Chief, Personnel Division, to approve appointments of civilian employees and consultants for departmental or field services. By cable dated 11 October 1946, the Director, CIG, delegated authority to Chiefs of each mission or Independent Station to appoint civilian employees and consultants. Overt personnel and semi-covert personnel to be paid from unvouchered funds will receive letters of ap ointment signed by one of the persons listed above. The form of this letter of appointment shall be in accordance with Exhibit A attached heret.
- b. All other types of personnel to be paid from unvouchered funds will receive letters of appointment signed by the Chief, Special Funds Section, in accordance with Delegation of Authority by the Director, CIG, dated 21 October 1946. The form (such letters in appointment shall be approved in advance by the Office of General Counsel, except where such letters of appointment are executed abroad, in which cas: a copy will be directed to the appropriate Branch Chief in Mashin ton for referral to the office of General Counsel for review and approval as to form.

3. Issuance:

Letters of appointment will be assued at the time the employment is approved. The letter of appointment will be prepared by the individual who is authorized to sign the particular type of letter of appointment to be used. The riginal of the letter of appointment shall be acknowledged by the employer as provided for therein and permanently filed in the Special Funds Section, Finance Division, P. & A. Branch. No payments of salary from unvouchered funds will be made to any employee until a properly signed letter of appointment is in the possession of the Special Funds Section.

FOR THE DIRECTOR OF CENTRAL INTILLIGENCE:

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City & State	Harrison and the state of the s			
Dear Mr.			. 9	
7 00-1-1-1-1-1-1		76 11 3 61 1		
 This is to not by the Central Intellig 	ence Group, has	accepted your en	overnment, as republication	presented ve
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Pos	sition:			
	se Salary: 🖫	per	•	
2. This appointme	nt is not a Civi	l Service mositi	on. You will be	antitled
to annual and sick leav	re (only in accord	dance with Civil	. Service rules an	id resu-
lations). You will be	reinbursed for the	ravel expenses i	n accordance with	the
Ctandardized Government continental li its of t	he United States	ons, as amended. . You will be Er	ti stationed ou anted such monet	itside the
allowances as are presc	ribed by CIU regi	ulations.		v
3. If you are ord	dered to a station	n outside the co	entimental limited	States
ou will be required to	serve a minimun	period of twent	v-four months at	such
a station. If you wish the United States befor	to resign or ter	rminate your app	ointment or retur	n to
leparture for an .verse	as post, CIu will	l not pay your r	eturn travel expe	nses
rom a station outside	the United States	5.	•	
4. Your appointme	nt is for such ti	i e as your serv	ices may be requi	red
ind funds are available	for the work of	CIG. Notice of	termination will	. be
iven you by procedure egulations.	similar to that r	provided by Civi	I Service rules a	ınd
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20 December 1946

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MEMORANDUM FOR THE EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

Subject: Proposed Administrative Orders

Enclosure: a. Proposed Administrative Order re Letters of Appointment for Unvouchered Personnel.

 \underline{b}_{\bullet} Proposed Administrative Order re Length of Service Overseas.

- 1. Enclosed are two proposed Administrative Orders. The first is concerned with length of overseas service, and the second with letters of appointment for unvouchered personnel. The Orders have been discussed with the Personnel Division and the Office of Special Operations. Colonel Galloway specifically requested that individuals who are assigned to overseas duty be required to remain overseas for a minimum period of twenty-four months.
- 2. If the proposed Orders meet with your approval, it has been requested that they be issued with a minimum of delay. The undersigned will be pleased to discuss the Orders with you, in person, if it is deemed necessary.

25X1A

JOHN S. WARNER
Assistant General Counsel

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CONFIDENTIAL

December 1945

CENTRAL INTELLIGENCE GROUP

25X1A

C.I.G. ADMINISTRATIVE ORDER

LETTERS OF APPOINTMENT FOR UNVOUCHERED PERSONNEL

1. Application:

All employees of CIG who are to be paid from unvouchered funds will be issued a letter of appointment at the time of their employment.

2. Authority to Sign Letters of Appointment:

a. The Director, CIG, by memorandum dated 6 September 1946, has delegated authority to the Assistant Chief, Personnel Division, to approve appointments of civilian employees and consultants for departmental or field services. By cable dated 11 October 1946, the Director, CIG, delegated authority to Chiefs of each mission or Independent Station to appoint civilian employees and consultants. Overt personnel and semi-covert personnel to be paid from unvouchered funds will receive letters of appointment signed by one of the persons listed above. The form of this letter of appointment shall be in accordance with Exhibit A attached hereto.

b. All other types of personnel to be paid from unvouchered funds will receive letters of appointment signed by the Chief, Special Funds Section, in accordance with Delegation of Authority by the Pirector, CIG, dated 21 October 1946. The form of such letters of appointment shall be approved in advance by the Office of General Counsel, except where such letters of appointment are executed abroad, in which case a copy will be directed to the appropriate Branch Chief in Washington for referral to the Office of General Counsel for review and approval as to form.

3. Issuance:

Letters of appointment will be issued at the time the employment is approved. The letter of appointment will be prepared by the individual who is authorized to sign the particular type of letter of appointment to be used. No payments of salary from unvouchered funds will be made to any employee until a properly signed letter of appointment is in the possession of the Special Funds Section.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

Executive for Personnel and Administration

CONFIDENTIAL

(EXHIBIT A)

25X1A

	CENTRAL INTELLIGENCE GROUP
*	WASHINGTON, D.C.
	(Date)
Name Street Address City & State	
Dear Mr.	*
ment, as repres	s to notify you that the United States Govern- sented by the Central Intelligence Group, has employment effective
*	Position: Base Salary: \$ per
with Civil Serv for travel expe Travel Regulati nental limits of	ppointment is not a Civil Service position. You do to annual and sick leave (only in accordance ice rules and regulations). You will be reimbursed uses in accordance with the Standardized Government ons, as amended. If stationed outside the contifithe United States, you will be granted such

3. If you are ordered to a station outside the continental United States, you will be required to serve a minimum period of twenty-four months at such a station. If you wish to resign or terminate your appointment or return to the United States before the expiration of twenty-four months after the date of departure for an overseas post, CIG will not pay your return travel expenses from a station outside the United States.

monetary allowances as are prescribed by CIG regulations.

4. Your appointment is for such time as your services may be required and funds are available for the work of CIG. Notice of termination will be given you by procedure similar to that provided by Civil Service rules and regulations.

ASSISTANT CHIEF, PERSONNEL DIVISION

ACCEPTED:

CONFIDENTIAL

CONFIDENTIAL

December 1946

25X1A

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER

LENGTH OF OVERSEAS SERVICE

- 1. There is hereby established a policy of requiring individuals who are assigned to overseas duty to remain overseas a minimum of twenty-four months. This means that if an employee wishes to return at an earlier date he must pay his own passage and will receive no travel allowances. After twenty-four months, the employee may request return at Government expense with the regular travel allowances, but such return would be for separation, not for leave or other personal reasons. This policy will be stated as a provision in the letter of appointment issued by CIG to the employee.
- 2. Experience has shown that in intelligence work all personnel who stay overseas for too long a period pass the point of greatest efficiency and lessen in useful productivity due to lack of contact with domestic problems and customers, and lack of knowledge of new techniques, methods and procedures. It has been administratively determined in accordance with this experience that no employee should be continuously overseas for a period of more than thirty months, and that it is necessary to an efficient and adaptable service to re-train and re-orient all employees after the passage of some twenty-four to thirty months overseas. Accordingly, branch chiefs will maintain records of the period for which employees under their control have been outside of the United States and, on the expiration of twenty-four months, will take the proper steps for returning each employee for specific re-training and re-orientation. On completion of such a training program, the employee may take leave in accordance with existing Government regulations. On completion of leave, the employee may require additional training or may be assigned immediately to an overseas post on the condition that a further minimum period of twenty-four months duty overseas will be served.
- 3. It will be the duty of the branch chief, in consultation with the other officers concerned, to determine whether return for training will be on temporary duty or permanent change of station, to determine the course of training necessary, and to establish that the travel involved is necessary in the best interests of the Government. Requests from overseas for return of individuals will be considered only in connection with separation or travel at the individual's expense.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for Personnel and Administration

*TOPASEONARD For Releaser 2003/03/04 FIGHT FIRE 81-007#28 PROPER 50049-6NCLASSIFIED (Sonder will circle classification Top and Bottom)

CENTRAL INTELLIGENCE GROUP

PERSONNEL AND ADMINISTRATIVE BRANCH INTER-OFFICE ROUTING SLIP

ROM		TO	INITIALS	DATE
/	EXECUTIVE FOR PERSONNEL AND ADMINISTRATION	-		
	DEPUTY EXECUTIVE FOR PERSONNEL & ADMINISTRATION			
*	CHIEF, PERSONNEL DIVISION			-
	CHIEF, FINANCE DIVISION			
	CHIEF, SERVICES DIVISION			
	CHIEF, SECURITY DIVISION			
· ———	CHIEF, PROJECTS SUPPORT DIVISION		-	
	CHIEF, COMMUNICATIONS DIVISION		/ .	
	CENTRAL RECORDS	V		******
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	APPROVAL INFORMATION		DIRECT	REPLY
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-	RECOMMENDATION PREPARATION OF REPLY	FILE		
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TOP SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED (Sender will circle classification Top and Bottom)

CENTRAL INTELLIGENCE GROUP INTER-OFFICE ROUTING SLIP (Revised 10 Sept 1946)

<u> </u>				
FROM		TO	INITIALS	DATE
<u> </u>	DIRECTOR OF CENTRAL INTELLIGENCE			
	EXECUTIVE TO THE DIRECTOR			1-1
	SECRETARY TO THE DIRECTOR			
	EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR			
	ADVISORY COUNCIL			
х	ECUTIVE FOR PERSONNEL & ADMINISTRATION		202	[/] 23/46
	CENTRAL RECORDS		-	
	SECRETARY ONIA		-	
-	CHIEF, INTERDEPARTMENTAL STAFF			
	Personal Attention: Colonel ASST DIRECTER, SPECIAL OPERATIONS Calloway	Х		
	ASST. DIRECTOR, RESEARCH & EVALUATION			
	ASST. DIRECTOR, COLLECTION & DISSEMINATION			-
	CHIEF, SECURITY BRANCH			
				······································
A	PPROVALINFORMATION		_ DIRECT F	EPLY
A	CTIONRETURN	COMMENT		
R	ECOMMENDATIONPREPARATION OF REPLY	1	_ FILE	•
s	SIGNATURECONCURRENCE			
REMA	RKS <u>:</u>			
	Request that you review the attached proposed and return to Executive for P&A with your com	l ädn ment	unistrativ Ss.	ve orders
T	OP SECRET SECRET CONFIDENTIAL RESTRICT	ED	UNCLASSI	FIED

MEMORANDUM FOR THE EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

Subject: Proposed Administrative Orders

- 1. Returned herewith is the proposed Administrative Order concerning Length of Overseas Service. This Order has my approval in its present form.
- 2. The proposed Administrative Order concerning Letters of Appointment has been changed to state that the Assistant Chief, Personnel Division, will sign letters of appointment for employees on unvouchered funds. This is deemed advisable inasmuch as the Assistant Chief, Personnel Division, is a member of the Personnel Review Committee, which screens the prospective employees. Since there exists a possibility that employees may be appointed at overseas stations, letters of appointment, in such cases, may be signed by the Chief of Mission or Independent Station, in accordance with cable authority of the Director, dated 11 October 1946.

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DONALD H. GALLOWAY
Assistant Director - Special Operations

CONFIDENTIAL

20 December 1946

MEMORANDUM FOR THE EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

Subject: Proposed Administrative Orders

Enclosure: a. Proposed Administrative Order re Letters of Appointment for Unvouchered Personnel.

b. Proposed Administrative Order re Length of Service Overseas.

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- 2. If the proposed Orders meet with your approval, it has been requested that they be issued with a minimum of delay. The undersigned will be pleased to discuss the Orders with you, in person, if it is deemed necessary.

JOHN S. WARNER Assistant General Counsel

JSW:mbt

CONFIDENTIAL

CONFIDENTIAL

20 December 1946

GENTRAL INTELLIGENCE GROUP

C.I.C. ADMINISTRATIVE ORDER NO.

LETTERS OF APPOINTMENT FOR UNVOUCHERED PERSONNEL

1. Application:

All employees of CIG who are to be paid from unvouchered funds will be issued a letter of appointment at the time of their employment.

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a. The Director, CIG, by memorandum dated 6 September 1946, has delegated authority to the Assistant Chief, Personnel Division, to approve appointments of civilian employees and consultents for departmental or field services. By cable dated 11 October 1946, the Director, CIG, delegated authority to Chiefs of each mission or Independent Station to appoint civilian employees and consultants. Overt personnel and s mi-covert personnel to be paid from unvouchered funds will receive letters of appointment signed by one of the persons listed above. The form of this letter of appointment shall be in accordance with Tabibit A attached hereto.

b. All other types of personnel to be paid from unvouchered funds will receive letters of appointment signed by the Chief, Special Funds Section, in accordance with Delegation of Authority by the Director, CIG, dated 21 October 1946. The form of such letters of appointment shall be approved in advance by the Office of General Counsel, except where such letters of appointment are executed abroad, in which case a copy will be directed to the appropriate Branch Chief in Washington for referral to the Office of General Counsel for review and approval as to form.

3. Issuance:

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Colonel, CAC Executive for Personnel and Administration

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	WHO	E. S.	
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(EXHIBIT A)		• ()	COM IDEA	8. 58 W B-1
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	MOTENTHEAW	, D.C.		
			(D	ate)
Name Street Address City & State		*		
Dear Mr.				
ment, as represent accepted your employer	o notify you tha ed by the Centra oyment effective	T TureTTIRe	i States Gove nce Group, he	ern- ls !
Pos Bas	ition: e Salary: 🐧	per _	•	
2. This apporate will be entitled to with Civil Service for travel expense Travel Regulations nental limits of the monetary allowance	rules and regul s in accordance , as amonded, I he United States	k leave (on ati Y with St.	ou will be reandardized Go outside the be granted so	eimbursed overnment conti-
3. If you ar United States, you twenty-four months terminate your app the expiration of	et such a stati cointment or retu twenty-four mont	on. If you irn to the U	a minimum por a wish to resunted States no date of de	ign or before parture

for an overseas post, CIG will not pay your retain states from a station outside the United States.

4. Your appointment is for such time as your services may be required and funds are available for the work of CIG. Notice of termination will be given you by procedure similar to that provided by Civil Service rules and regulations.

ASSISTANT CHIEF, PERSONNEL DIVISION

ACCEPTED:

WIN INC. ITTIME

JSW:mb6

CONFIDENTIAL

20 December 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER NO.

LENGTH OF OVERSEAS SERVICE

- 1. There is hereby established a policy of requiring individuals who are assigned to everseas duty to remain everseas a minimum of twenty-four menths. This means that if an employee wishes to return at an earlier date he must pay his own passage and will receive no travel allowances. After twenty-four menths, the employee may request return at Government expense with the regular travel allowances, but such return would be for separation, not for leave or other personal reasons. This policy will be stated as a provision in the letter of appointment issued by CIG to the employee.
- 2. Experience has shown that in intelligence work all personnel who stay overseas for too long a period pass the point of greatest efficiency and lessen in useful productivity due to lack of contact with demestic problems and customers, and lack of knowledge of new techniques, methods and procedures. It has been administratively determined in accordance with this experience that no employee should be continuously overseas for a period of more than thirty menths, and that it is necessary to an efficient and adaptable service to re-train and re-orient all employees after the passage of some twenty-four to thirty menths overseas. Accordingly, branch chiefs will maintain records of the period for which suployees under their control have been outside of the United States and, on the expiration of twenty-four menths, will take the proper steps for returning each employee for specific re-training and re-orientation. On completion of such a training program, the employee may take leave in accordance with existing Government regulations. On completion of leave, the employee may require additional training or may be assigned immediately to an overseas post on the condition that a further minimum period of twenty-four menths duty overseas will be served.
- 3. It will be the duty of the branch chief, in consultation with the other officers concerned, to determine whether return for training will be on temporary duty or permanent change of station, to determine the course of training necessary, and to establish that the travel involved is necessary in the best interests of the Government. Requests from overseas for return of individuals will be considered only in connection with separation or travel at the individual's expense.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JSW:mbt

Colonel, CAC Executive for Personnel and

057/44	Approved For Release 2003/03/10 : CIA-RDP81-00728R000100050049-6				
25X1A		6.0631			
7	CRIEF, SPECIAL FUNDS SECTION	14 Jamary 1947			
25X1A	EXECUTIVE FOR PERSONNEL AND ADMINISTRATIO	ON			
	CIG Administrative Order	· · · · · · · · · · · · · · · · · · ·			
*					
25X1A	1. Your memorandum dated the terms of CIG Administrative Order	January 1947 interpreting is approved.			
	2. This approval also has Assistant Director for Special Operations	the concurrence of the			
25X1A					
* ,	Executive for F	olonel, AGD orsonnel and Administration			
*					
25X1A	:mgw				
25X1A	co: Mr. Saunders Col. Galloway				

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7 January 1947 COPY NO. 81 CENTRAL INTULLIGENCE GROUP 25X1A C.I.G. ADMINISTRATIVE ORDER AMENDMENT NO. 1 1. C. I. G. Administrative Order 25X1A Subject: "Lotters of Appointment for Unvouchored Porsonnel," dated 31 December 1946, is hereby amonded by changing the word "employer" to read "employee" in paragraph "3. Issuanco", line 4. 25X1A 2. All copies of Administrative Order should be changed accordingly. FOR THE DIRECTOR OF CENTRAL INTELLIGENCE: 25X1A Colonol, AGD Executive for Personnel and Administration

CONFIDENTIAL Approved For Release 2003/03/10 : CIA-RDP81-00728R000100050049-6

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9 January 1947

TO

ADSO

Executive for P & A

25X1A

FROM

: Chief, Special Funds

SUBJECT: CIG Administrative Order

25X1A

Fursuant to our phone conversation of 8 January, appended hereto is a draft of proposed interpretation of the subject order and the mechanics for effecting the order from a practical point of view.

If this draft procedure is deemed proper and within the scope of Administrative Order ____ it is respectfully requested that you indicate your concurrence and return to this office.

Your attention is also called to the fact that subject order prohibits payment of salary until a properly signed Letter of Appointment is in the possession of the Special Funds . Section. At this moment this provision cannot be carried out without terminating all payrolls for a lengthy period. Practically verbal approval has been given to continue payrolls pending completion of the requirement.

Attachment

25X1A

Chief, Special Funds

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- 1. Letters of appointment will be issued to all CIG employees paid from Special Funds. Said letters are to be prepared in original copy only, will be read and accepted in writing by the employee, and will be filed in the personnel folder of the individual in the Special Funds Section.
- 2. Letters of appointment for all employees on duty in Washington as of 31 December 1946, hired subsequent to 31 December 1946, or field personnel hired prior to 31 December 1946 but leaving for the field subsequent to 31 December 1946 will contain a clause requiring a minimum tour of overseas duty of 24 months.
- 3. Letters of appointment for personnel hired prior to 31 December 1946 and who were en route or already in the field at that date will contain a clause requiring a minimum tour of overseas duty of 18 months.

Mechanics

1. The CIG employee administring the oath of office will simultaneously issue and have accepted the Letter of Appointment.

This letter will then be duly migned by the designated official
and will be placed in the personnel folder of the individual.



- 2. The Certifying Officer, Special Funds in preparing the Overseas Data Sheets for employees departing for overseas duty will in every case verify that a Letter of Appointment is on file in the individuals personnel folder. The purpose of this is to ensure that employees hired prior to 9 January, the effective date of the mechanism for issuing letters of appointment, do not inadvertently go overseas without a proper letter of appointment. If, in any instance, the individual objects to the 24 month clause on the grounds that he was employed for overseas duty on an 18 month understanding, the problem will be referred immediately to the Branch Chief concerned.
- 3. Letters of Appointment will be prepared for all employees presently on duty in Washington, will be accepted and placed in the individuals file.
- the field or en route on 9 January. Those in the field or en route at 31 December will contain the 13 month clause whereas such employees who may have departed subsequent to 31 January but prior to 9 January will contain the 24 month clause. These letters will not be sent to the field for acceptance but lists of individuals will be transmitted to the field. The field will be instructed to advise each person of the Letter of Appointment and its terms.

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